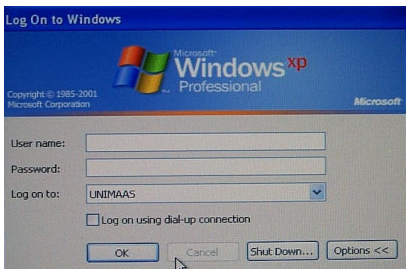
User guide for big computer screen and computer/laptop:

This room is equipped with a big computer screen and fixed computer/laptop connectivity.
In order to use the big computer screen, it is highly recommended that you read this guide first.

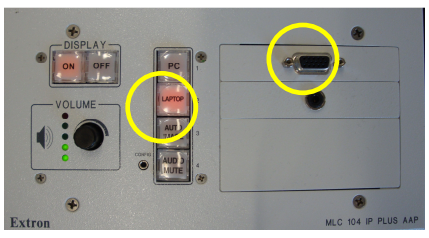
What do you need?

- A Maastricht University employee or student account

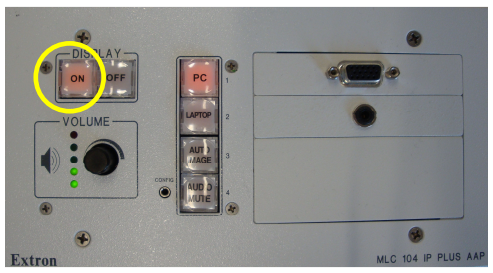
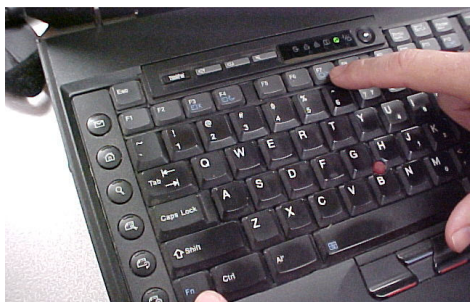
1a Using the personal computer (for laptop please see 1b)

	Be sure that the power has been switched on. By pressing the grey switch the (white) panel and the computer will be turned on or off. The computer with the bigger widescreen is connected to the big screen on the wall. You can connect a USB stick to either of the two USB ports.
	Select input source: Press the **"PC"** button
	**Login on the PC:** Use your UNIMAAS username and password. *Access to the network is only possible for employees and students with a valid username and password for the Unimaas domain** *** If the field "Log on to" is not visible, click "Options"* After logging in: Please double click the icon "Adjust screen for beamer" on your desktop.

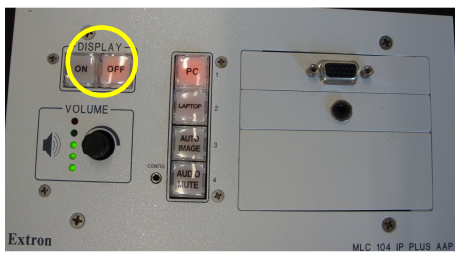
1b Using your laptop (for PC please see 1a)

	Select input source: Press the **"LAPTOP"** button. Switching input source may take a minute or so. N.B: Do not press any other buttons while you are waiting! Connect the VGA (blue) and AUDIO (optional) cables to connect your laptop to the white switchboard.

2 Switching on the big screen

	To turn on the big screen: Press the **"ON"** button. The screen will then switch on. This may take a couple of minutes.
	If the screen does not show your Windows desktop when using your laptop, please check the following: - is the laptop switched on? - is the input source "laptop" (1b) selected? - is the VGA cable connected? - Press Fn and F7 on your laptop to switch screens (this can be different on some laptop brands)* ** Please adjust the screen resolution if necessary (1024x768 pixels)*

3 Switching off the screen/Shutdown procedure

	1. Press the **"OFF"** button. The big screen will then switch off. This may take a moment (the off button will blink). 2. Shutdown the PC (if used)